

BENEFIT CHARGES

Introduction

This section of the document will show how an authorized user can search and view benefit charges on the employer account. It will also be shown how the employer can file a protest against benefit charges. When a protest is filed, the DUA staff will review the protest to provide resolution. The user can view the benefit charges using the following links/methods and each of this method provides a unique view of the Benefit charges. 1) Benefit Charges Search 2) Calendar Year Summary and Detail 3) Rated Year Summary 4) Monthly Benefit Charge Download. Please refer to the step by step instructions for more information on each view.

Step-by-Step Instructions:

Navigating to Benefit Charges home page:

Click on the link 'Benefit Charges Activities' while logged into the employer home page. The following page will appear. Click on the corresponding link to access a benefit charges function.

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Employer Account Number: **09** Employer Name: **CORP**

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Search Benefit Charge Data.

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View historical Unemployment Benefit Charges and adjustments by calendar year.

[Rated Year Summary](#)
View historical Unemployment Benefit Charges by rated year.

[Monthly Benefit Charge Download](#)
Download Monthly Benefit Charges File.

[Protest Benefit Charges](#)
Protest Benefit Charges by indicating specific charges to protest, claimant information and reason for protest.

Benefit Charges Search:

This function allows the user to search for benefit charges data by the individual claimant name/SSN. The user also has the option to limit the search results to calendar year or rated year.

1. Follow the steps outlined in the section 'Navigating to Benefit Charges home page'. Click on the link 'Benefit Charges Search'.
2. The following page will appear. Enter your search criteria and click on 'Search' to view the search results.

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Employer Information

Employer Account Number: 09 Employer Name: CORP

Benefit Charge Search

Social Security Number:

Claimant Last Name:

Claimant First Name:

Year: ☒ Calendar ☐ Rated

3. The search results will appear as shown below.

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Employer Information

Employer Account Number: 09 Employer Name: CORP

Benefit Charge Search

Social Security Number: 76

Claimant Last Name:

Claimant First Name:

Year: ☒ Calendar ☐ Rated

SSN	Last Name	First Name	Claim Effective Date	Total Benefit Charges
76	TS	SI	1/27/2008	\$1,894.95


Click here to view additional information.

4. Clicking on the SSN will provide the individual claimant's account summary/detail.

Calendar Year Summary and Detail:

This function allows the user to view historical Unemployment Benefit Charges and adjustments by calendar year.

1. Follow the steps outlined in the section 'Navigating to Benefit Charges home page'. Click on the link 'Calendar Year Summary and Detail'.
2. The following page will appear. Amounts listed on the page, reflect the total benefit charges and adjustments made during each reporting period.



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Employer Information

Employer Account Number: 091 Employer Name: CORP

Benefit Charge Calendar Year Summary


Amounts listed below reflect the total benefit charges and adjustments made during each reporting period.

Calendar Year	Time Period		Contributory Charges	Reimbursable Charges †	Dependency Allowance	Benefit Charges
	Begin	End				
2008	1-1-2008	12-31-2008	\$19,380.95	\$0.00	\$0.00	\$19,380.95
2009	1-1-2009	10-31-2009	\$151,802.71	\$0.00	\$0.00	\$151,802.71

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Click here to breakdown by month.

3. The breakdown by month will appear as shown below.



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Employer Account Number: Employer Name: CORP

Benefit Charge Monthly Breakdown

Annual breakdown of Benefit Charges for 2008 Total Benefit Charges: \$19,380.95

Month/Year	Contributory Charges	Reimbursable Charges †	Dependency Allowance Charges	Benefit Charges
March 2008	\$716.75	\$0.00	\$0.00	\$716.75
April 2008	\$409.40	\$0.00	\$0.00	\$409.40
May 2008	\$409.40	\$0.00	\$0.00	\$409.40
June 2008	\$359.40	\$0.00	\$0.00	\$359.40
July 2008	\$409.00	\$0.00	\$0.00	\$409.00
August 2008	\$1,636.00	\$0.00	\$0.00	\$1,636.00
September 2008	\$3,571.00	\$0.00	\$0.00	\$3,571.00
October 2008	\$2,508.00	\$0.00	\$0.00	\$2,508.00
November 2008	\$2,508.00	\$0.00	\$0.00	\$2,508.00
December 2008	\$6,854.00	\$0.00	\$0.00	\$6,854.00


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Click here to view individual claims for the month.

Rated Year Summary:

This function allows the user to view historical Unemployment Benefit Charges by rated year.

1. Follow the steps outlined in the section 'Navigating to Benefit Charges home page'.
2. Click on the link, 'Rated Year Summary'. The following page will appear listing the benefit charges by rated year.



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Read this section for additional information.

Employer Information
 Employer Account Number: **09** Employer Name:

Benefit Charge Rated Year Summary
 Amounts listed below reflect the Benefit Charge data used to calculate your annual UI Contribution Rate. This includes the following data:

- Benefit Charge data for all locations and units.

Benefit Charges are attributed to the Rated Year based on the date the payment was made.

Rated Year	Rated Year Time Period		Contributory Charges	Benefit Charges
	Begin	End		
2008	10/1/2007	9/30/2008	\$7,510.95	\$7,510.95
2009	10/1/2008	10/31/2009	\$141,780.53	\$141,780.53

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Monthly Benefit Charge Download:

This function allows the user to download benefit charges detail by month.

- Follow the steps outlined in the section 'Navigating to Benefit Charges home page'.
- Click on the link, 'Monthly Benefit Charge Download'. The following page will appear. Select the month and year for which you wish to download the benefit charges detail. Click on 'Search'.



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Employer Information
 Employer Account Number: **09C** Employer Name: **CORP**

Monthly Benefit Charge Download

Month: January

Year: 2009

[Search](#)

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- You will be provided with a link to the file containing benefit charges detail. You will be able to download the file to your local folders by clicking on the link and following the prompts.

Protest Benefit Charges:

Employers can protest Benefit Charges by indicating specific charges to protest, claimant information and reason for protest.

- Follow the steps outlined in the section 'Navigating to Benefit Charges home page'.
- Click on the link 'Protest Benefit Charges'. The following page will appear.

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* Indicates Required Field

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Employer Information

Employer Account Number: **09** Employer Name: **CORP**

Protest Benefit Paid Charges

[Document ID](#) *

Statement Mail Date: *

Claimant SSN: *

Claimant Last Name: *

[Claimant's Last Day of Work](#) *

Reason For Protest

Select All reasons that apply

- | | |
|--|---|
| <input type="checkbox"/> Voluntary Quit | <input type="checkbox"/> Discharge * |
| <input type="checkbox"/> Able to Work | <input type="checkbox"/> Labor Dispute/Lockout |
| <input type="checkbox"/> Suspension | <input type="checkbox"/> Available for Work |
| <input type="checkbox"/> Not an Employee | <input type="checkbox"/> Subsidiary Employment |
| <input type="checkbox"/> On a leave of absence | <input type="checkbox"/> Attending School Part-Time |
| <input type="checkbox"/> Attending School Full-Time | <input type="checkbox"/> Determination/Decision not received |
| <input type="checkbox"/> Receiving a company or union pension | <input type="checkbox"/> Refusal of Suitable Work |
| <input type="checkbox"/> Loss of Employment due to a Conviction | <input type="checkbox"/> Claimant is a Corporation Member |
| <input type="checkbox"/> Currently Employed (has earnings for the week(s) in question) | <input type="checkbox"/> Has Reasonable Assurance to Return to Work (School Employees Only) |
| <input type="checkbox"/> Claimant is working in self employment | <input type="checkbox"/> Received Other Pay (severance pay, vacation pay, pay in lieu of notice etc.) |
| <input type="checkbox"/> Other: If 'Other' selected, please provide reason: | |

Submit

3. Enter the requested information and click on 'Submit' to confirm the Protest. A confirmation will appear, indicating that your Protest has been submitted.